

VACANCY ANNOUNCEMENT
United States Bankruptcy Court
Middle District of Georgia

Position: System Administrator

Location: Macon, Georgia

Salary: CL 28 \$55,027 - \$89,481
(Commensurate with Qualifications)

Posting Date: September 15, 2011



Closing Date: Open until filled (the Court will begin considering applications received as of September 22, 2011. The application process will remain open until the position is filled. To ensure consideration, applications must be received at the Macon Office of the Bankruptcy Court in pdf in accordance with submissions guidelines established in this vacancy announcement).

Posting Number: 11-01

The Clerk's Office of the United States Bankruptcy Court for the Middle District of Georgia, Macon Division, is accepting applications for full-time, permanent System Administrator positions. The Court is seeking self-motivated individuals who possess a strong work ethic and have excellent automation, interpersonal, and analytical skills.

Position Overview: System Administrators perform day-to-day operations and provide support for the court unit's case management and office automation applications. They also perform routine network administration and implement network security measures. System Administrators may also perform work related to designing, modifying, and adapting existing software. Employees in these positions may be responsible for design and analysis of the court unit's networks and coordinate and link computer systems within the organization to increase compatibility and share information. System Administrators determine computer software or hardware needed to set up or alter systems, recommend changes to improve systems and configuration, and determine hardware or software requirements related to such changes. Employees develop standard guidelines for the use and acquisition of software and to protect vulnerable information. Employees must be able to telework regularly or as required by the court. Occasional travel is required.

Representative Duties include:

- Modify code to specifications. Document work. Develop custom reports.
- Modify, adapt, and enhance existing software to correct errors, allow adaptation to new hardware, or to improve performance of the software. Develop and perform software system testing and validation procedures and documentation.
- Implement short-term and long-range automation improvement plans for the court, ensuring that the changes can be implemented with minimal disruption at the court site.

- Install, configure, and maintain computer hardware and operating system software.
- Diagnose hardware and software problems, and replace defective components.
- Maintain and administer computer networks and related computing environments, including computer hardware, systems software, and all configurations. Maintain network security. Perform routine testing.
- Train users to work with computer systems and programs. Provide end user support for applications supported. Serve as a liaison between peers and end users. Produce useful system documentation, and perform system startup and shutdown procedures.
- Plan, coordinate, implement, and test network security measures in order to protect data, software, and hardware.
- Plan for disaster recovery operations and testing including network performance, security, anti-virus, intrusion, design and acquisition of servers.

About the Court: The United States Bankruptcy Court for the Middle District of Georgia is located in Macon, Georgia with a divisional office in Columbus, Georgia. The Court has two judges in Macon and one judge in Columbus. In addition to regular hearings in Macon and Columbus, hearings are also conducted monthly in Albany, Athens, and Valdosta.

Minimum Qualifications: The applicant must have a high school diploma or equivalent. Two (2) years of progressively responsible information technology experience working in an office setting is required. The applicant must demonstrate experience with computer networks and network operating systems, Windows desktop operating systems, and computer hardware and software. The applicant must possess exceptional communication skills since frequent contact is with a wide variety of individuals within and outside the Judiciary. Good judgment with the ability to apply concepts to determine what action needs to be taken is essential.

Preferred Qualifications: A bachelor's degree from an accredited college or university is preferred. Work experience may be considered in lieu of formal education. Experience in bankruptcy, federal or state courts, or the federal government, is preferred. Experience with electronic case filing systems, especially the CM/ECF (Case Management/Electronic Case Filing) or similar systems, is desirable.

Employee Benefits: The United States Bankruptcy Court is part of the Judicial Branch of the United States Government. Court employees are covered by the Court Personnel System (CPS). Court employees are considered at-will and are not covered by federal civil service classifications or regulations. Court employees are, however, entitled to many of the same benefits as other federal employees. These benefits include:

- 13 days paid vacation for the first three years employment, 20 days after three years, 26 days after fifteen years;
- 13 days paid sick leave per year;
- 10 paid holidays per year;
- Choice of medical, dental, and vision coverage from a wide variety of plans;
- Life Insurance options;
- Federal Employees Retirement System;

- Immediate participation in the Thrift Savings Plan (401K plan);
- Optional participation in the Judiciary's Long Term Care Insurance Program;
- Optional participation in the Judiciary's Flexible Spending Program;
- Commuter Benefit Program

Notice to Applicants: The selected applicant will be required to satisfactorily complete a criminal background investigation. The Court requires employees to adhere to a Code of Conduct which is available upon request. Direct Deposit is required for employee salary compensation. Applicants must be United States citizens or eligible to work in the United States. The Court is a smoke free environment.

How to Apply: In order to be considered for this position, please submit a completed Application for Judicial Branch Federal Employment (AO 78), cover letter, and resume to: Human_Resources@gamb.uscourts.gov in pdf format. ONLY electronic submissions will be accepted. NO paper submissions will be accepted.

No applicant documentation will be accepted at our Columbus Divisional Office. Applications for Judicial Branch Federal Employment (AO 78) may be obtained from the Administrative Office of the United States Court's web-site at:

<http://www.uscourts.gov/FormsAndFees/Forms/CourtForms.aspx>.

Only applicants who are selected for interviews will be contacted by the Court. Applicants selected for interviews must travel at their own expense and relocation expenses will not be reimbursed.

The United States Bankruptcy Court reserves the right to amend the conditions of this job vacancy announcement, or to withdraw the announcement at any time without prior written or other notice.

The United States Bankruptcy Court is an Equal Opportunity Employer.